



# WYOMING DEPARTMENT OF CORRECTIONS

## Policy and Procedure #1.226

### Recruitment, Selection and OnBoarding of WDOC Employees

Page 1 of 12

<b>Authority:</b> Wyoming Statute(s): 9-1-710; 25-1-104; 25-1-105  ACA Standard(s): <u>2-CO-1C-09-R</u> ; 2- <u>ACI</u> - 4-4055; 4- CO-1C-10; 2-CO-1C- 4057; 4-4058; 4- 13; 2-CO-1C-19; 2- 4059; 4-4060; 4- CO-1D-05; 2-CO-1C- 4061-R; 4-4062; 4- 09-R; 4082 <u>4-APPFS-3A-05</u> ; <u>1-CTA-1C-03</u> 3A-03		<b>Effective Date:</b> November 1, 2014  <b>Revision/Review History:</b>
<b>Cross Reference of Policy:</b> P&P #1.200, <i>Employment of Ex-Offenders</i> ; P&P #1.204, <i>Drug Free Workplace Program</i> ; Policy and Procedure #3.402, <i>Protection from Sexual Misconduct Against Offenders</i>		<b>Summary of Revision/Review:</b> New policy to provide for a formalized orientation program and to allow consistency within WDOC regarding hiring practices.
<b>Approved:</b>  <div style="display: flex; justify-content: space-between;"> <div>           R.O. Lampert            _____            Robert O. Lampert, Director         </div> <div>           9/8/14            _____            Date         </div> </div>		<b>Supersedes Existing Policy :</b>

## REFERENCE

### 1. ATTACHMENTS

- A. WDOC Form #120, *Pre-Employment Release of Information*
- B. WDOC Form #120.1, *Background Information*
- C. WDOC Form #120.2, *Pre-Interview/Pre-Testing Checklist*
- D. WDOC Form #120.3, *Interview Checklist*
- E. WDOC Form #120.4, *Job Offer Checklist*
- F. WDOC Form #120.5, *New Hire Preparation Checklist*
- G. WDOC Form #120.6, *OnBoarding & Orientation Packet*
- H. WDOC Form #121, *Professional Reference Check*
- I. WDOC Form #121.3, *Employment Reference Check*
- J. WDOC Form #121.6, *Physical Exam and Medical Review*

### 2. OTHER

- A. <http://agency.governmentjobs.com/wyoming/default.cfm>
- B. <https://sites.google.com/a/wyo.gov/corrections2/home>
- C. OnBoarding and Orientation Procedure



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 2 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

## I. PURPOSE

- A. WDOC believes that hiring qualified individuals to fill positions contributes to the overall success of the agency. The purpose of this policy is to establish a fair and consistent process for all recruitment and selection criteria as well as prepare newly hired employees for their job duties.

## II. POLICY

- A. **General Policy.** It is the policy of the WDOC to identify and hire candidates for employment with the agency who exhibit the ethics and professional characteristics required for placement into WDOC positions.
1. It is the policy of the WDOC to select, retain and promote personnel on the basis of merit and specified qualifications, with new employees receiving credit for their prior training. (ACA 4-4057; 2-CO-1C-13)
  2. It is the policy of WDOC that selection, retention and promotion of staff is in compliance with the PREA National Standards as outlined in Policy and Procedure #3.402, *Protection from Sexual Misconduct Against Offenders*.
  3. It is the policy of the WDOC to have a selection system that is open and fair with no artificial barriers to employment, with qualifications demonstrably related to the skills needed to perform the work.
  4. Former employees who left WDOC in good standing may be considered for rehire. Former employees who resigned without written two-week notice, failed to work their entire two-week notice, or who were dismissed for disciplinary reasons may not be considered for rehire.
    - i. Exceptions may be considered by Warden/Administrator for unusual circumstances (*i.e.* medical emergencies).
- B. **Equal Employment Opportunity.** Equal employment opportunities shall exist for all positions. (ACA 4-4053; 2-CO-1C-09-R; 1-CTA-1C-03)
1. The WDOC is firmly committed to a policy of Equal Employment Opportunity (EEO). The department shall administer its human resources policies and conduct its employment practices in a manner which treats each staff member and applicant for employment on the basis of merit, experience, or other work-related criteria without regard to race, color, religion, sex,



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 3 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

marital status, national origin, age, disability, or any other protected class under relevant state and federal laws.

- C. **Ability to Provide for Safety and Security.** It is the policy of the WDOC that all applicants for employment are physically able to protect their health and ensure that they can carry out their assignments effectively. (2-CO-1C-19)
- D. **Offers of Employment Only to Applicants Who Meet Criteria.** It is the policy of the WDOC to make offers of employment only to those applicants who meet all pre-employment criteria pursuant to this policy. Only authorized hiring managers or Human Resources staff may extend offers of employment to selected applicants or discuss whether an applicant has been selected or rejected for further consideration.

### III. DEFINITIONS

- A. **Central Office Human Resources:** Division of Central Services office which manages personnel functions for the entire department.
- B. **Conditional Job Offer:** An offer of employment made to an applicant who was selected for employment and is conditional on the applicant obtaining satisfactory results on all post-offer assessments.
- C. **Convicted Felons:** Includes pleas of guilty, nolo contendere and verdicts of guilty upon which a judgment of felony conviction may be rendered. A felony conviction does not include dispositions pursuant to Wyo. Stat. § 7-13-301 or § 35-7-1037.
- D. **Deputy Director:** The individual appointed by the Director who has full authority to act for the Director, subject to directions of the Director. The deputy director is responsible for central office support services.
- E. **Director:** The individual appointed by the Governor as chief administrative officer of the Wyoming Department of Corrections, pursuant to Wyo. Stat. § 9-2-1706.
- F. **Final Offer of Employment:** *(For this policy only.)* An offer of employment made to an applicant who has achieved satisfactory results on all post-offer assessments.
- G. **Human Resources Office:** The office in which payroll is normally distributed and staff personnel files are maintained.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 4 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

- H. Minimum Qualifications:** *(For this policy only.)* The established minimum requirements of education and/or work-related experience for each job classification necessary to qualify for consideration of employment for that position.
- I. National Crime Information Center (NCIC):** A national database which contains criminal activity records within the United States. It should be noted that not all criminal information is on the national database and subsequent inquiries may be needed at a federal and state level.
- J. Oral Interview:** That process by which candidates are evaluated for employment consideration within the WDOC, in which the process consists of candidates being asked to respond to a series of questions pertinent to the position they are being considered for.
- K. OnBoarding:** The process through which all new employees receive the support and tools necessary for orientation and ongoing success with the Department.
- L. Policy:** A direct statement of the Wyoming Department of Corrections official position on the conduct of business in accordance with accepted correctional standards; the basis for Wyoming Department of Corrections staff decisions and tasks in work situations.
- M. Post-Offer Assessments:** Those assessments administered only after a conditional job offer has been tendered to the candidate. These include background/reference checks, physical exam and urinalysis.
- N. Procedures:** The activities and tasks which adhere to a Wyoming Department of Corrections policy, defining required steps for specific situations and delineation of the responsible personnel.
- O. Rehire:** Staff who terminate from the WDOC but are hired in the same position within twelve (12) months from the termination date.
- P. Standard:** A benchmark for judging the quality of a correctional operation. The accepted American Correctional Association (ACA) standards required for adult correctional operations.
- Q. Wyoming Criminal Justice Information Network (WCJIN):** A computerized data communications network established for the automated exchange of messages and data between Wyoming law enforcement and criminal justice agencies. Via direct computer interface, WCJIN also provides



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 5 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

communication capabilities with National Law Enforcement Telecommunication System (NLETS) and National Crime Information Center (NCIC).

#### IV. PROCEDURE

##### A. Documentation for Hiring and OnBoarding

1. All forms required to be completed, as outlined in this policy, shall be returned to the designated HR manager.
  - i. WDOC Forms #120, *Pre-Employment Release of Information*; #120.1, *Background Information*; #120.2, *Pre-Interview/Pre-Testing Checklist*; #120.3, *Interview Checklist*; #120.4, *Job Offer Checklist*; #120.5, *New Hire Preparation Checklist* and #121, *Professional Reference Check*; will be maintained in the recruitment file.
  - ii. WDOC forms #120.6, *OnBoarding & Orientation Packet*; #121.3, *Employment Reference Check*; #121.6, *Physical Exam and Medical Review*; will be maintained in the new hires personnel file.
2. All forms and handouts may be accessed at the OnBoarding website: [https://sites.google.com/a/wyo.gov/onboarding\\_1/](https://sites.google.com/a/wyo.gov/onboarding_1/)

##### B. Hiring Exception Request: Upon resignation of the position incumbent, supervisors must request authorization to fill the position through a Hiring Exception Request.

1. Hiring managers or Institutional HR must complete the form and submit to Central Office Human Resources.
2. The director or designee will determine the agency need to fill the position and establish an approved fill date.

##### C. Intra-Agency Transfer: In accordance with WDOC Policy & Procedure 1.224, *Employee Transfers*, current staff will have the opportunity to laterally transfer to available positions before a competitive recruitment is opened.

1. Only positions classified in pay grade “M” or lower are eligible for transfer.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 6 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

**D. Job Posting.** Vacant positions not filled through an intra-agency transfer shall be posted for open recruitment of internal and/or external candidates in accordance with the State of Wyoming Personnel Rules.

1. Hiring managers, in collaboration with Human Resources, shall determine the preferred education and work-related experience essential for the position. The preference will be included in each job posting.
2. Job postings can be limited to accept only WDOC or State of Wyoming current employees upon approval of the CEO (also known as an internal only recruitment).
3. Job postings are available on-line through the state of Wyoming jobs website. Applications for jobs must be submitted through the State's on-line application system.

**E. Interview Selection.** The hiring manager will evaluate each qualified application. Interview selections will be made based on the stated preferences in the job posting.

1. Only qualified applications submitted in accordance with State of Wyoming Personnel Rules and through the state application system may be considered.
  - i. Anyone with the required education, experience, and background shall be eligible for consideration for a position at the level at which he or she is qualified. Lateral entry as well as promotion from within the agency for higher-level positions shall be allowed in accordance with the *State of Wyoming Personnel Rules*, with preference for the best qualified candidate. (ACA 4-4058)

**F. Pre-Interview/Pre-Testing Process**

1. Staff designated to schedule interviews are required to complete WDOC form #120.2, *Pre-Interview/Pre-Testing Checklist*, when scheduling the interview with each candidate.

**G. Interview.** Selected applicants shall be required to participate in an oral interview consisting of a combination of behavioral-based and competency-based questions.



1. Interview Panel. Consistent with Policy and Procedure #1.206, *Recruitment & Selection for POST-Certified Positions*, the oral interview panel will consist of two (2) WDOC employees. For all other positions the oral interview panels shall consist of a minimum of three (3) WDOC employees. HR representatives may be present to audit the interview process but will not be included in the composition of the panel.
    - i. No member of the panel shall be of a lower classification for the vacant position. It is recommended one (1) member of the panel be from outside the facility or office.
    - ii. HR shall provide the panel with applications and review questions to be used in the interviews.
    - iii. The panel shall make a recommendation for hire to the Warden/Administrator.
  2. Phone interviews are acceptable. Candidates may be required to travel to the location for an in-person meeting or second interview before an offer of employment is made.
  3. Staff responsible for conducting the interview for the vacant position will complete WDOC Form #120.3, *Interview Checklist*, at the beginning of the interview.
  4. Final decision of hire will be made by the Warden/Administrator and may be reviewed by the director or designee.
- H. Completion of National Crime Information Center (NCIC) checks.
1. A criminal record check shall be conducted on all new employees prior to assuming their duties to identify whether there are criminal convictions that have a specific relationship to job performance. This record check shall include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it shall be forwarded to the local Joint Terrorism Task Force or another similar agency. (ACA 4-4061 Revised)
    - i. Comprehensive identifiers may include current name, birth name, date of birth, social security number, address, phone number, copy of driver's license, and similar information.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 8 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

Such information is run against NCIC criminal histories, criminal indices, and “wants and warrants”.

- ii. If any charges of criminal activity are reported, the candidate must provide court documentation of the final disposition.

**I. Conditional Job Offer.** The Human Resources Office will make a conditional offer of employment to the selected candidate.

1. This written offer will be conditional upon completing post-offer assessments with acceptable results.
2. Candidates are not eligible to begin employment based on a conditional job offer.

**J. Post-Offer Assessments.** The following post-offer assessments will be completed on all non-POST certified candidates receiving a conditional offer of employment. For POST-certified candidates the process for post-offer assessments is outlined in Policy and Procedure #1.206, *Recruitment & Selection for POST-Certified Positions*.

1. **Background/Reference Check.** This process is conducted to verify the accuracy of the information provided by the applicant. Human Resources will complete a background/reference check on all selected candidates for new hire and promotion. Information collected pertains to the quality and quantity of work performed by the applicant, the applicant’s attendance record, education and other work-related issues.
  - i. After a conditional offer or promotional offer is made, the chosen candidate must complete the *Background Information form, WDOC Form #120.1* and return it to Human Resources.
  - ii. An employment reference check, using WDOC Form #121.3, *Employment Reference Check*.
    - a. Employment reference checks will be conducted for current employment and the previous five (5) years of employment history, where such history exists. In addition, employment reference checks will be





WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 9 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

conducted for all law enforcement experience, regardless of date.

- iii. Professional reference checks may be completed using WDOC Form #121, *Professional Reference Check*.
- iv. Candidates must provide documentation verifying their qualified education.
  - a. Candidates who have earned any credits from a university, college or trade school accredited by any nationally or state recognized accrediting association must provide a copy of their official transcripts indicating courses and credit hours earned.
- v. Candidates must provide a validation of military record by federal form DD 214;
- vi. In instances where negative or incomplete information is obtained, the hiring manager and Human Resources will assess the information, review the job's requirements and determine whether the individual should be hired.
- vii. All information attained from the reference check process will only be used as part of the employment process and kept strictly confidential. Only approved Human Resources personnel will have access to this information and will share information only with management personnel who need to know. Reference check information will be maintained in a file separate from the employee's personnel file.

2. **Physical Examination.** All WDOC employees, including those who have direct contact with inmates/juveniles/residents and whose jobs involve use of force or include power of arrest; must undergo a standard physical examination from a licensed medical practitioner prior to job assignment. Employees will receive re-examinations according to a defined need or schedule. (2-CO-1C-19; 4-APPFS-3A-03) The exam will be paid for by WDOC.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 10 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

- i. The medical practitioner will be given a copy of WDOC Form #121.6, *Physical Exam and Medical Review* for reference purposes.
  - ii. The medical practitioner will report only whether the candidate is “Fit-for-Duty” or “Not Fit-for-Duty” in the position, by completing page two (2) of Form #121.6 and submitting it to the WDOC Central Office Human Resource Division.
3. **Finger Printing.** All candidates shall be required to have their finger prints taken and submitted to the Wyoming Attorney General’s Office, Division of Criminal Investigation (DCI).
  - i. Qualified ex-offenders may be considered for employment for other positions as specified in WDOC Policy and Procedure #1.200, *Employment of Ex-Offenders*. (ACA 4-4055; 2-CO-1C-10)
  - ii. A candidate’s failure to disclose any felony convictions will render the candidate ineligible for future employment consideration.
4. **Substance Abuse Screening.** All candidates shall be required to undergo substance abuse screening by passing a urinalysis (UA).
  - i. Substance abuse screens will be conducted in accordance with WDOC Policy & Procedure #1.204, *Drug Free Workplace Program*.
5. Unsuccessful candidates will be notified in writing of their non-selection for the position.
- K. **Final Offer of Employment.** Employment offers are commitments on behalf of the WDOC. Hiring Managers and Human Resources must ensure every offer made to a candidate complies with the agencies policies and federal and state legal requirements.
  1. Managers or designated persons who are responsible for offering the position to the new hire must complete WDOC Form #120.4, *Job Offer Check List*.
  2. Prior to the new hire’s first day managers must complete WDOC Form #120.5, *New Hire Preparation Checklist*.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 11 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

3. Candidates who successfully complete all post-offer assessments will receive a final offer of employment which includes start date, salary and FLSA designation.
4. If the results of the fingerprints have not been received as of the date of the final offer, the final offer of employment will continue to be conditional until those results are received.
- L. **Probationary Term:** All newly hired employees shall be subject to a one year probationary period in accordance with the *State of Wyoming Personnel Rules*. (ACA 4-4059)
- M. **New Hire Orientation/Onboarding.** All new employees in the agency regardless of status or title will receive at least forty (40) hours of general orientation to the policies, organizational structure, programs, and regulations of the agency. This orientation will be done prior to job assignment. (ACI 4-4082; 2-CO-1D-05; 1-CTA-3A-09; 4-APPFS-3A-05) The following requirements are to be completed by the designated staff as part of the forty (40) hours of orientation.
  1. Designated HR representative shall complete the seven (7) hours of Human Resources orientation as outlined in the WDOC Form #120.6, *OnBoarding & Orientation Packet*, this shall be completed within the new hire's first two (2) days.
  2. Managers responsible for the new hire shall complete the designated nine (9) hours of manager orientation as outlined in WDOC Form #120, *OnBoarding & Orientation* within the new hire's first two (2) days. If the manager is unavailable upon the start date, the manager shall designate another manager/supervisor to complete the check list.
    - i. For uniform staff the security manager is responsible for designating who the appropriate supervisor is to complete the nine (9) hours of manager orientation.
  3. The additional twenty-four (24) hours or three (3) days of orientation will be completed by the appropriate training staff at the designated facility or field office. Completion of material is required as outlined on WDOC Form #120.6, *Onboarding & Orientation Packet*.
    - i. Central Office new hires will receive the twenty-four (24) hours or three (3) days of orientation from the designated training academy staff.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.226	Page 12 of 12
		Recruitment, Selection & Onboarding for WDOC Employees

4. New hires are responsible for ensuring that all material outlined on WDOC Form #120.6, *OnBoarding & Orientation* is completed and returned to the designated HR manager.
5. Staff shall utilize the OnBoarding & Orientation procedure which outlines the process to ensure new hires are receiving all of the required hours and materials for orientation.
6. Staff considered a rehire are not required to attend the new employee orientation but shall receive review of necessary WDOC policy and procedures.

#### V. TRAINING POINTS

- A. When is a candidate eligible to begin employment?
- B. Who conducts the background check?
- C. When will a candidate receive a conditional job offer?
- D. What are the post-offer assessments?
- E. When will a candidate receive a final offer of employment?